

TITLE Assistant Director of Transportation

QUALIFICATIONS

1. Minimum of 3 years management, leadership and supervisory experience
2. Ability to establish and maintain positive, effective relationships with parents, staff, colleagues, and members of the community
3. Broad experience in working with personnel
4. Knowledge of an elementary school district transportation system preferred
5. Understanding of the educational process and the corresponding role of transportation
6. Ability to possess and maintain a valid CDL license and Illinois School Bus Driver Permit

REPORTS TO Director of Transportation

JOB GOALS

1. Assists in coordinating all transportation services to ensure an effective, efficient, safe and smooth running system for all students
2. Assists with leading and directing all transportation staff to ensure student safety, compliance with state and federal transportation laws, and the collective bargaining agreement

PERFORMANCE RESPONSIBILITIES

1. Supervises, plans, directs, trains and evaluates or oversees all transportation staff including but not limited to the Transportation Routing Coordinator for Regular Education, Behavior Modification Liaison, Transportation Secretary, Dispatchers, Mechanics, School Bus Drivers and Aides. These duties include but are not limited to:
 - a. recommends the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
2. Plans, directs and assesses the special education routing program
3. Supervises all facets of bus driver training and scheduling
4. Assists in training of all new personnel in the Federal Drug and Alcohol Law
5. Assists the Behavior Modification Liaison in scheduling bi-annual student bus safety and evacuation classes and prepares required reports on class attendance
6. Oversees scheduling of all personnel in CPR, First Aid and other District mandated classes
7. Oversees scheduling of all charter drivers in accordance with guidelines
8. Assists dispatcher while school buses are on routes or special trips and when the Dispatcher is absent or driving a route
9. Assists in the completion of the annual transportation report
10. Supervises transportation employee files and records that must be maintained in the Transportation Office as mandated by the Secretary of State

11. Maintains open communication with the Regional Superintendent of Schools office to ascertain all requirements are met
12. Assists Director of Transportation with payroll and attendance records
13. Becomes knowledgeable of the transportation software program to assist the Routing Coordinator in developing safe and efficient routing of buses
14. Acts on behalf of the Director of Transportation in his/her absence
15. Assists the Director of Transportation in areas of contracts, bids and communication
16. Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting the Transportation Department
17. Performs such other tasks and assumes such other responsibilities as assigned by the Director of Transportation

TERMS OF EMPLOYMENT: Twelve month position (260 days including paid holidays and paid vacations). Salary established by the Board.

Approved by the Board of Education on June 25, 2008.

TITLE: Assistant Principal

QUALIFICATIONS:

1. Type 75 Certificate -General Supervisory, General Administrative
2. Master's Degree
3. Certified teacher with classroom experience

REPORTS TO: Principal

JOB GOAL: To relieve the principal of such impediments as prevent him from fulfilling his chief responsibility of promoting the educational well-being of each student in the school

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school
2. Serves as one of the instructional leaders of the school regarding curriculum, instruction, community and parental relations and staff supervision
3. Effectively evaluates staff performance which includes providing staff with accurate feedback following the District teacher evaluation plan and the administrative procedures and practices
4. Serves as principal when the principal is absent
5. Supervises the preparation of student/teacher schedules
6. Works with faculty in compiling the annual budget requests
7. Oversees the inventory of educational materials and the requisition of supplies, textbooks, and equipment; maintains records and checks on receipts for materials
8. Cooperates in the conducting of safety inspections and safety drill practice activities
9. Supervises the reporting and monitoring of student attendance, and works with the attendance clerk for referral to appropriate agencies
10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary
11. Serves with parent, faculty, and student groups, as requested, in advancing educational and related activities and objectives
12. Performs such record-keeping functions as the principal may direct
13. Attends and participates in administrative team meetings and other meetings as directed
14. Performs such other tasks and assumes such other responsibilities as assigned by the school principal or Superintendent

TERMS OF EMPLOYMENT: Two hundred (200) days. Salary established by the Board of Education.

Adopted by the Board of Education on May 11, 1992.
Revised October 24, 2002.

TITLE: Assistant Superintendent for Curriculum, Instruction and Accountability

QUALIFICATIONS:

1. Type 75 Certificate - General Supervisory, General Administrative
2. M.A. Degree in Education/Doctorate preferred
3. A minimum of five years of successful experience as a classroom teacher
4. A minimum of three years of successful educational leadership.

REPORTS TO: Superintendent of Schools

SUPERVISES: All departmental personnel for whom they are responsible

JOB GOALS: To provide leadership in the ongoing development and improvement of the entire curriculum, instructional and assessment programs of the District K-8

PERFORMANCE RESPONSIBILITIES:

1. Leads the research and evaluation necessary to determine types of programs needed by the schools and makes appropriate recommendations to the Superintendent
2. Studies all federal legislation projects and programs for the possibilities and opportunities they offer for educational grants, entitlements and allocations offered relevant to the needs of the district.
3. Studies all federal legislation regarding student achievement and ensures compliance in the areas of services and activities (e.g. reporting, school choice, supplemental educational services) mandated under that legislation.
4. Assumes final responsibility for the writing of all proposals and the filing of all applications for federal and state monies
5. Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting the educational services of the district
6. Evaluates all federally and state funded projects in operation in the District on a regular basis.
7. Compiles and maintains written records and reports on results of all federal projects, and disseminates this information, as appropriate, to other educational institutions, lay groups, the State Department of Education, and the U.S. Office of Education
8. Performs the duties of the District's Reading Director and serves as a member of the Northern Illinois Reading Recovery Consortium
9. Performs the duties of the District's Illinois Free Textbook Coordinator
10. Performs the duties of the District's Gifted Education Director
11. Performs the duties of the District's Title I, Title II, Title III & Title V Director
12. Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field

13. Provides leadership in curriculum planning and in-service education for the professional staff
14. Coordinates the selection of textbooks for the district through use of faculty committees
15. Prepares drafts of needed Board policies, administrative rules and status reports for the Superintendent's review and action
16. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction
17. Guides development, implementation, and evaluation of pre-service and in-service training programs for certified personnel
18. Works with school principals in the improvement of individual staff competencies in all areas of the Illinois Leadership Standards
19. Communicates the approved curriculum to the certified staff and maintains a list of approved instructional materials
20. Works with school principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the curriculum and instructional programs throughout the district
21. Observes teachers in their classrooms upon request of principals, and offers insights for the enhancement of the teaching-learning situation
22. Assumes responsibility for reviewing and evaluation results of District-wide testing programs, and for other evaluative measures used by the school (i.e. state testing)
23. Studies, evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials
24. Assumes a leadership role in developing curriculum for any course newly mandated by the legislature of the Board
25. Coordinates all formal efforts of the certified staff in projects of curriculum and instruction improvement
26. Interprets the curriculum and its philosophy to the Board, the Administration, the staff and the general public
27. Attends meetings, workshops, seminars and conventions as assigned by the Superintendent
28. Reports on the status of District programs and services at the request of the Superintendent
29. Prepares state reports and claims as required
30. Studies the ever-changing educational needs in the District, and develops and implements staff training programs that will effectively meet these needs and requirements

31. Provides staff development for all new administrators regarding the teacher evaluation process
32. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent. Develops, implements, interprets, and communicates the results of the District's testing program to the entire school staff, to the Board, and to other interested parties
33. Provides staff development for all new administrators regarding the teacher evaluation process
34. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent

TERMS OF EMPLOYMENT: Twelve-month year (260 days including paid legal holidays and paid vacations). Salary to be established by the Board of Education.

Approved by the Board of Education on May 11, 1992.

Revised February 22, 1996.

Revised January 25, 2001.

Revised December 15, 2004.

TITLE: Assistant Superintendent for Support Services

QUALIFICATIONS:

1. Type 75 Certificate - General Supervisory, General Administrative
2. Master's Degree required – Doctorate preferred
3. Certification in at least one area of special education
4. Minimum of five to seven years of successful educational leadership

REPORTS TO: Superintendent of Schools

SUPERVISES: Director of Special Education and all departmental personnel for whom the Assistant Superintendent is responsible

JOB GOALS: The Assistant Superintendent for Support Services is responsible for the supervision and implementation of those services which support the educational programming of all students in the district including but not limited to Special Education, Psychology, Social Work, Nursing, discipline, and students in special placements

PERFORMANCE RESPONSIBILITIES:

1. Meets regularly with the Director of Special Education to insure the delivery of a continuum of services for students with special needs and compliance with all state and federal requirements in the delivery of special education services
2. Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting the educational services and human / labor needs of the district
3. Maintains liaison with social, professional, civic, volunteer and other community agencies and other groups having an interest in schools
4. Prepares drafts of needed Board policies, administrative rules and status reports for the Superintendent's review and action
5. Establishes necessary procedures for referral and cooperative planning with other "service to children" agencies both local and state
6. Serves as a model and advocate for district goals and philosophy
7. Coordinates Title VI Office of Civil Rights Hearings and any other hearings as directed by the Superintendent
8. Develops and implements the Title IV grant - Drug and Violence Prevention
9. Performs duties as the Title IX Coordinator
10. Performs duties as the District Complaint Manager
11. Serves as Chairperson of the Child Health and Welfare Committee
12. Serves as the designated Records Custodian for the District including the distribution, maintenance and destruction of records in accordance with the Illinois School Students Records Act
13. Directs the district wide implementation of support services including but not limited to psychology, social work, speech pathology, occupational therapy, physical therapy, and nursing services
14. Conducts regularly scheduled meetings with support service staff
15. Oversees the development and implementation of district wide discipline policies and procedures
16. Develops and manages budgets for programs and services under the supervision of the department
17. Monitors all special education budgets and grants through consultation with the Director of Special Education
18. Supervises and evaluates the Transportation Behavior Modification Liaison

19. Evaluates the Director of Special Education and provides input to the Director of Special Education on the evaluation of the Special Education Supervisors and support staff
20. Evaluates School Nurses and Health Assistants
21. Provides input to the Superintendent in the evaluation of the Principals.
22. Assists the Director of Special Education in the employment of all Special Education and support staff
23. Monitors compliance with all timelines/procedures governing special education programs/services through the Director of Special Education
24. Oversees special education compliance with NCLBA in collaboration with the Director of Special Education and Curriculum, Instruction and Accountability Department
25. Serves as liaison to the following programs: Gurnee Days Committee, Intramurals, Medallion, PTA, Before/After School Programs, Summer Programs and Summer Wonders/Express, Healthy Communities Healthy Youth, After School Coalition and others as deemed appropriate
26. Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field
27. Serves as a member of committees and attends such meetings as directed by the Superintendent
28. Coordinates home/hospital instructional services
29. Monitors home schooled students
30. Coordinates compliance with McKinney Homeless Assistance Act
31. Networks with local police and fire departments concerning student emergency needs
32. Develops and coordinates the process for emergency services with the Director of Operations and Facilities in accordance with the District Crisis Plan
33. Monitors DCFS reports and referrals for child abuse/neglect
34. Attends meetings, workshops, seminars and conventions as assigned by the Superintendent
35. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on May 11, 1992.

Revised February 22, 1996.

Revised July 23, 1998.

Revised January 25, 2001.

Revised December 15, 2004.

TITLE: Associate Principal

QUALIFICATIONS:

1. Type 75 Certificate - General Supervisory, General Administrative
2. Master's Degree
3. Certified teacher with classroom experience
4. 3-5 years prior school-level administrative experience preferred

REPORTS TO: Principal

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student and the professional development of staff

PERFORMANCE RESPONSIBILITIES:

1. Serve as one of the instructional leaders of the school regarding curriculum, instruction, community and parental relations and staff supervision
2. Provide advice and assistance to the principal relative to the appointment, retention, promotion, and assignment of all personnel assigned to the school
3. Effectively evaluate staff performance which includes providing staff with accurate feedback following the district teacher evaluation plan and the administrative procedures and practices
4. Coordinate the scheduling and implementation of all state and local assessments
5. Assist the principal with the development and evaluation of the school improvement plan
6. Formulate, communicate, and implement student discipline policies in conjunction with the district policies and philosophy
7. Monitor behavioral trends in order to make necessary changes to maintain a positive learning environment
8. Work with the attendance clerks to monitor student attendance and make referrals to the appropriate agencies
9. Supervises the preparation of student and teacher schedules
10. Oversee and promotes extracurricular / student activities programs
11. Assist the principal with the administration of the student activities budget
12. Keep the principal informed of events and activities of an unusual nature as well as routine matters related to the principal's accountability
13. Serve with parent, faculty, and student groups, as requested, in advancing educational and related activities and objectives
14. Maintain systematic and open communications with staff, students, community and other relevant groups.

15. Work toward achieving and maintaining a positive climate/culture among staff, students, and their families
16. Assist the principal in the overall administration of the school
17. Assume responsibility for the school and its operation during the absence of the principal
18. Perform such record-keeping functions as the principal may direct
19. Attend and participate in administrative team meetings and other meetings as directed
20. Assist the principal with the responsibility for the safety and administration of the school plant
21. Assist the principal with the planning and supervision of fire drills and an emergency preparedness program
22. Collaborates with the Special Education Supervisor(s) and Director of Special Education in the delivery of services to students with IEP's and 504 plans
23. Collaborates with the Special Education Supervisors regarding discipline of students with disabilities
24. Work with Assistant Principals in the implementation of the intervention team process
25. Perform such other tasks and assumes such other responsibilities as assigned by the school principal or superintendent

TERMS OF EMPLOYMENT: Two hundred sixty (260) days. Salary established by the Board of Education.

Approved by the Board of Education on June 28, 2006.

TITLE: Associate Superintendent

QUALIFICATIONS:

1. Type 75 certificate and a Chief School Business Official Endorsement
2. Minimum of 7 years financial experience including business management, purchasing and personnel
3. Demonstrated success in performing tasks listed

REPORTS TO: Superintendent of Schools

SUPERVISES: All departmental personnel for whom they are responsible

JOB GOAL: To assist the Superintendent effectively in the task of providing leadership in the business and financial affairs of the school district. This task will also include the upgrading of services within the district so that maximum economy and efficiency may be realized to the benefit of the district's educational program.

PERFORMANCE RESPONSIBILITIES:

1. Serves in the absence of the Superintendent as the chief administrative officer of the district
2. Accepts from the Superintendent such of his/her responsibilities as the Superintendent chooses to delegate and assumes full responsibility for discharging them
3. Assists the Superintendent in general administrative operations
4. Prepares drafts of needed Board policies, administrative rules and status reports for the Superintendent's review and action
5. Assumes such scheduling, coordinating and clerical functions as the Superintendent may assign
6. Serves upon assignments by the Superintendent as a resource person to various assistant superintendents and directors in the district
7. Provides overall coordination and leadership to district personnel and programs related to business services
8. Supervises and evaluates the Director of Operations/Facilities and business office staff; provides input regarding the evaluation of principals and other personnel in the district
9. Assumes responsibility for the employment and job status of business office personnel
10. Develops and approves inservice training programs for business office personnel
11. Participates in area and State Business Managers organization functions
12. Coordinates the development and implementation of the budget for all funds in accordance with the Illinois Program Accounting Manual
13. Supervises the development of monthly and annual financial reports as required
14. Establishes budget calendar
15. Coordinates budget control responsibility of all administrators
16. Coordinates the publication of all required legal advertisements
17. Makes budget recommendations to Superintendent and Board of Education

18. Presents budget at public hearing
19. Cooperates with the Assessor's Office to ensure the proper assessment of property within district boundaries
20. Administers the overall financial operation of the district
21. Assumes responsibility for annual budget development and long-range financial planning
22. Establishes and supervises a program of accounting and reporting for financial affairs of the district
23. Establishes and administers a recordkeeping system for all funds
24. Supervises procedures to provide management information, evaluation techniques and long-range forecasts
25. Supervises the preparation of all bills and accounts payable
26. Prepares and manages district service and other contracts
27. Interprets the business and financial areas of educational reports as required
28. Analyzes and prepares financial data and trends regarding tax levies and provides recommendations to the Superintendent and Board of Education
29. Provides program cost information
30. Supervises all cash disbursements for the district
31. Supervises the payment of all bonds, lease rental agreements and loans
32. Supervises the payroll for the district as approved
33. Supervises the filling of and storage of all payroll records, invoices, claims, purchase orders, etc.
34. Supervises the purchasing of district supplies, equipment and services
35. Supervises and monitors program of budget control
36. Establishes guidelines for administrators with budget control to purchase supplies and equipment
37. Oversees the preparation of specifications to secure quotes and bids on all equipment and supplies
38. Administers inventory control program for the district building contents, supplies and other equipment
39. Administers district insurance and fringe benefit programs
40. Manages the district's real estate and insurance programs
41. Acts as the district's agent for the Illinois Municipal Retirement Fund and Teachers Retirement Systems

42. Administers the health, life, dental, worker's compensation, liability, building and fidelity bond insurance programs
43. Coordinates all state and federal projects and supervises the preparation of local, state and federal reports
44. Serves as a consultant and resource on any grant proposal originating in the district
45. Supervises the completion of annual budget forms
46. Oversees the school lunch program, which includes the administration of the state/federal free and reduced lunch program
47. Supervises the completion of the following reports and transfers monies as follows: 1) Federal Withholding Tax 2) State Withholding Tax 3) Social Security Tax 4) State Retirement 5) Union Dues 6) Credit Union Deductions 7) Hospital, dental, life, long-term disability and major medical insurance 8) other insurances 9) United Way 10) Tax Sheltered Annuities 11) all other necessary reports
48. Supervises all financial data processing
49. Supplies accurate information to the School Treasurer on a timely basis
50. Informs the School Treasurer of projected yearly and adjusted monthly cash flow
51. Consults with the Superintendent and other personnel on questions relating to the district's business and financial reports as required
52. Responsible for District Centralized Purchasing
53. Oversees the District's Department of Transportation
54. Establishes, directs and coordinates all aspects of the district registration of students
55. Oversees the operations of the district duplicating services
56. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent and all other duties which are necessary to ensure the proper functioning of the business office.

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary to be established by the Board of Education.

Revised March 10, 1993.

Revised January 26, 1995.

Revised January 25, 2001.

Revised December 15, 2004.

TITLE: Bookkeeper

QUALIFICATIONS:

1. High School Graduate with courses in bookkeeping, accounting, payroll and secretarial skills
2. 3 years experience in accounting, bookkeeping, computer skills
3. Organizational skills

REPORTS TO: Supervisor of Fiscal Services

JOB GOALS: The Bookkeeper shall assist in the everyday financial activity of the Business Office; assists in the preparation of the monthly and annual financial statements and the quarterly budget control.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, plans, directs, trains and evaluates the Accounts Payable Clerks. These duties include but are not limited to:
 - a. recommends the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepares written evaluations on a yearly basis
2. Maintains a complete and systematic set of accounting records of all financial transactions of the district
3. Monitors fixed asset-reporting system reporting procedures
4. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
5. Prepares budget transfers and journal entries for Supervisor of Fiscal Services
6. Summarizes and balances entries recorded in individual journals and ledgers, and transfer data to general ledgers
7. Oversees, records deposits, monitors payments of developer donation funds
8. Assists in preparation of financial statements, income statements, and cost reports to reflect financial condition of the district
9. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts
10. Receives, computes and records cash receipt summaries for the district
11. Reconciles accounts payable and payroll checks with bank statements and verifies bank balance with payroll and accounts payable district statements
12. Receives, computes and records cash receipts for activity fund for district and verifies receipts and processes check requests
13. Maintains records and balances monthly bank statement

14. Assists in the preparation of the monthly Financial Report for monthly regular Board of Education meeting by preparing any report necessary and by verifying balances and reconciling with treasurer's figures
15. Assists Accounts Payable clerk in compiling monthly bill list for Board of Education and in checking for correct payments and account numbers
16. Works with treasurer on supplying necessary financial information
17. Organizes and prepare documentation for the annual audit
18. Supervises data entry of:
 - a. Student Fees
 - b. Student Waiver Information
 - c. Student Free & Reduced Lunch Information
19. Acts as collection agent in reference to delinquent fees
20. Assists in producing student barcode ID's for Food Service Program
21. Performs such other tasks and assumes such other responsibilities as may be assigned by the Supervisor of Fiscal Services

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on April 23, 1998.
Revised July 27, 2000.
Revised April 26, 2001.
Revised February 2, 2004.
Revised September 24, 2008.

TITLE: Director of Continuous Improvement and Accountability

QUALIFICATIONS:

1. Type 75 Certificate - General Supervisory, General Administrative
2. M.A. Degree in Education; Doctorate preferred
3. A minimum of five years of successful experience as a classroom teacher
4. A minimum of three years of successful educational leadership.

REPORTS TO: Assistant Superintendent for Curriculum, Instruction and Accountability

SUPERVISES: All departmental personnel as assigned

JOB GOALS: To assist the superintendent in developing and collecting evidence of student achievement and evidence of instructional effectiveness through research and program evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the formulation of a philosophy and objectives for student achievement.
2. Reviews, analyzes and interprets all local and State assessments to evaluate overall student achievement.
3. Reviews, analyzes and interprets all local and State assessments to evaluate student achievement trends and variances at the district, school, classroom and student levels.
4. Reviews, analyzes and interprets all local and State assessments to evaluate student achievement trends and variances in the subjects of reading, mathematics and science.
5. Reviews, analyzes and interprets all local and State assessments to evaluate student achievement trends in NCLB subgroups and variances between NCLB subgroups.
6. Reviews, analyzes and interprets all local and State assessments to identify curriculum not aligned to Illinois Standards.
7. Reviews, analyzes and interprets all local and State assessments to evaluate instructional strengths and weaknesses.
8. Designs and implements a comprehensive, long-range and systemic plan to implement instructional change in classrooms based upon a triangulated review of assessment data as described in responsibilities 2-7 above. Plan shall provide the link between data and practice. Plan shall include
 - a. Staff development for teachers and principals in the areas of effective instructional practices.
 - b. Staff development for teachers and principals in area of interpreting assessment data.
 - c. Staff development for teachers and principals in the area of misuses of assessment data.
 - d. Staff development for teachers and principals in limits of data analysis.
9. Guides development, implementation, and evaluation of pre-service and in-service training programs for certified personnel to include administrators in the areas of:
 - a. preparation for Illinois and district assessments
 - b. development of effective classroom assessment

10. Works with school principals in the improvement of individual staff competencies with special emphasis on educational leadership and student achievement.
11. Works with the Director of Technology and the Information Systems Manager to identify data collection, storage and reporting needs as they relate to student achievement.
12. Provides data upon request to the Assistant Superintendent for Curriculum, Instruction and Accountability for grant applications and grant reporting as necessary.
13. Provides data upon request to the Assistant Superintendent for Curriculum, Instruction and Accountability for program evaluation and value added measurement (e.g. Measures of Academic Progress, Access)
14. Provides data on the status of student achievement at the request of the Assistant Superintendent of Curriculum, Instruction and Accountability or Superintendent
15. Attends meetings, workshops, seminars and conventions as assigned by the Assistant Superintendent for Curriculum, Instruction and Accountability
16. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Assistant Superintendent for Curriculum, Instruction and Accountability or the Superintendent

TERMS OF EMPLOYMENT: Twelve-month year (260 days including paid legal holidays and paid vacations). Salary to be established by the Board of Education.

Approved by the Board of Education on December 15, 2004.

TITLE: Director of Human Resources

QUALIFICATIONS:

1. MA or MS degree in related field
2. Experience in personnel office preferred
3. Knowledge of word processing, spreadsheets, data base necessary
4. Supervisory Experience

REPORTS TO: Associate Superintendent

SUPERVISES: All departmental personnel for whom they are responsible

JOB GOALS: To plan, coordinate, and supervise the operation of the personnel services office in such a way as to enhance the morale of school district personnel, promote the overall efficiency of the school system, and maximize the educational opportunities and benefits available to each individual child.

PERFORMANCE RESPONSIBILITIES FOR HUMAN RELATIONS:

1. Plan and anticipate personnel needs by maintaining close contact with all departments and schools
2. Recommend to the Superintendent for Board of Education consideration personnel needed to maintain and to expand present programs, and assist the Superintendent in the preparation of the personnel recommendation for submission to the Board of Education
3. Interview Educational Support Personnel candidates and recommend to the Superintendent applicants for appointment and for presentation to the Board of Education
4. Review potential discipline and discharge Educational Support Personnel recommendations made by supervisors, and recommend disposition to the Superintendent
5. Direct the development of job descriptions for new positions and coordinate the periodic review and revision of existing job descriptions
6. Plan, direct, coordinate, and participate in the recruitment of qualified personnel
7. Prepare and distribute recruiting materials in cooperation with professional staff members concerned
8. Plans and directs placement of advertisements and mailings, as appropriate, to announce each job opening in the district and soliciting applications
9. Confer with principals to determine needs for teachers of various classifications
10. Oversees processing applications of candidates for positions, including maintaining the system for screening candidates
11. Oversees the maintenance of the up-to-date application file of prospective candidates for all teaching, administrative, supervisory and educational support personnel which includes transcripts, letters of reference and similar documents pertinent to each job applicant

12. Certify classifications and salaries to the business department
13. Conduct a pre-employment interview with each successful employee applicant, issuing a contract, relevant salary schedule, insurance forms, sick bank information, payroll pay schedule, retirement forms, and all other pertinent information required by new employees
14. Direct the accumulation of necessary data to be used in negotiations; such as wage and fringe benefit comparisons and comparative contract language
15. Administer provisions of the negotiated agreement
16. Maintains a file of all personnel contracts entered into by the district, including any individually-negotiated contracts as well as contracts negotiated with employee groups
17. Services as one of the district's representatives in all labor negotiations
18. Administer provisions of the Education Code as they apply to personnel, practice teacher agreements between the district and participating colleges and universities, and sabbatical leave and leave of absence policies
19. Oversees the maintenance of the computerized system for personnel records for all employees, in order to provide a comprehensive, efficient, accurate and current record of pertinent employment information which may include certified personnel's classes, semester/quarter earned credit, workshops and conferences attended
20. Make timely announcements of dates to be observed by applicants and employees to comply with state and district requirements
21. Review, approve, and process requests for transfer in accordance with transfer policies and the needs of the district
22. Counsel with employees to resolve complaints, difficulties and other matters related to personnel management and work with principals on difficult or sensitive personnel matters
23. Serve as an advisor to personnel in creating or administering personnel assessment instruments
24. Supervise the employment process and placement procedure for substitute teachers
25. Keep abreast of governmental statutes, regulations, and rules relating to personnel administration
26. Administer and monitor the Board's policy on Title IX (sex equity)
27. Assist in the preparation and updating of a master plan that includes staffing patterns, facilities planning and demographic and financial projections
28. Report periodically to the superintendent the problems, conditions, and needs of the personnel services office
29. Attend regular meetings of the superintendent's staff and serve actively to improve communication, cooperation, and planning

30. Provide necessary processing for issuance and renewal of state credentials
31. Respond to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district's personnel program, and to requests of district personnel on matters not clearly covered by regulation, policy, or legislation
32. Assume administrative responsibility for routine duties of the personnel services office, including approving absence certificates for appropriate members of the staff
33. Recommend, review, and design all job application forms used by the district, ensuring their compliance with state and federal statutes and Board policies on nondiscrimination, and maintain an inventory of such forms
34. Develop, produce, and arrange for the duplication and distribution of job descriptions for each announced job opening
35. Receive and respond to letter and telephone inquiries regarding jobs open at any given time
36. Arranges subsequent interview for candidates under consideration with appropriate district staff members
37. Maintains a file of completed application forms from candidates who were not selected but for whom a future opening is likely to appear within the district, and from others inquiring about employment opportunities for whom openings do not exist as the time of inquiry
38. Maintains ongoing communication with schools of education and similar institutions likely to prove helpful as sources of personnel
39. Work with principals on difficult or sensitive personnel matters
40. Process recommendation for terminations of employees, assembling substantiating information for dismissal of employees, and arranging any necessary conferences and hearings
41. Conduct exit interviews of personnel leaving the district where necessary
42. Prepare an annual report for the superintendent
43. Effectively communicate with various employees/candidates seeking information on personnel matters
44. Develop, transfer and supervise the maintenance of computerized personnel records pertaining to all staff members
45. Coordinate and supervise the set up and maintenance of personnel files of certificated and classified staff
46. Supervise the maintenance of an up-to-date application file of prospective candidates for all teaching, administrative, supervisory and classified positions

47. Supervise the maintenance of a regular filing system, including locked, confidential files.
Process incoming correspondence
48. Maintain a schedule of appointments and make arrangements for conferences and interviews
49. Assist the Superintendent's office in preparing Board meeting agendas and memorandums pertaining to personnel
50. Maintain Teacher's Service Record
51. Supervise the set up and maintenance of substitutes' files including their certification records
52. Apply for, register and maintain certificate file
53. Prepares documentation pertaining to salary adjustments
54. Plan and direct posting of vacancy notices and want ads
55. Complete surveys (Administrative, Certificated, Classified)
56. Oversee the placement of student teachers from surrounding universities with supervising teachers by coordinating with each building principal
57. Track seniority for certificated and classified personnel
58. Maintain lists of staff taking leaves: parental, general, job sharing, 1/2 time
59. Perform such other tasks and assume such other responsibilities as may be assigned by the Associate Superintendent

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary to be established by the Board of Education.

Approved by the Board of Education on January 25, 2001.

TITLE: Director of Operations and Facilities

QUALIFICATIONS:

1. Bachelor's Degree
2. Master Degree in related field or active participation in IASBO (Educational Facility Manager Professionals Designation Program) certification preferred.
3. Minimum of 5 years supervisory experience - school setting preferred,
4. General knowledge of HVAC, boilers, plumbing, electrical, carpentry pneumatics and construction
5. Demonstrated success in working with contracted services, ie. transportation, food service, and custodial services
6. Proficient computer skills

REPORTS TO: Associate Superintendent

SUPERVISES: All departmental personnel for whom they are responsible

JOB GOALS: To insure that the learning community provides opportunities and resources in a positive, nurturing, safe learning environment. To insure the uninterrupted and comfortable operation of all school plants, ensuring that standards of cleanliness, sanitation, safety and security are met.

PERFORMANCE RESPONSIBILITIES:

OPERATIONS:

1. Directs and supervises the District's Department of Transportation to include contracts, bids and communications
2. Obtains or renews contracts and prepares specifications to secure quotes and bids as they relate to district facilities, transportation, the school lunch program and duplicating
3. Directs, supervises and administers the school lunch program, which includes the administration of the state/federal free and reduced lunch program, contracts, bids and communications
4. Directs and supervises the district duplicating services including personnel, hardware and contracts, bids and communications
5. Acts as liaison between parents and the Administration for suggestions, concerns or complaints regarding District facilities, transportation or food services
6. Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting the district facilities, transportation, the school lunch program and duplicating
7. Assists with the purchasing of district supplies, equipment and services
8. Assists with the inventory control program for the district building contents, supplies and other equipment
9. Prepares drafts of needed Board policies, administrative rules and status reports for the Superintendent's review and action

10. Evaluates and recommends to the Superintendent the recruitment, employment, assignment, transfer, demotion or dismissal of transportation supervisor(s), bus mechanics, duplicating and district courier personnel

FACILITIES:

1. Responsible for the overall planning, scheduling, performance and documentation of a comprehensive maintenance program that encompasses all District facilities and equipment
2. Oversees all maintenance, environment and life safety inspections and reports as may be required by local, county, state or federal authorities (eg. life safety, asbestos, fire inspections, sprinklers, etc.)
3. Establishes appropriate maintenance, groundskeeping, safety, security and custodial procedures for all District facilities and supervises their implementation
4. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety/health, and security are maintained, recommends additions, changes or reductions in service as appropriate
5. Supervises and inspects the improvement and renovation work performed by outside contractors, and that the terms of all such contracts have been fulfilled before authorizing final payment
6. Supervises the maintenance of all District-owned equipment and develops plans for preventive maintenance
7. Keeps abreast of the latest trends, developments and products in the areas of maintenance, repair and upkeep and encourages innovation as appropriate.
8. Assists the Associate Superintendent in preparing and administering budgets for maintenance of buildings and grounds, security, custodial supplies, services and equipment, and transportation
9. Establishes detailed specifications pertaining to the procurement of supplies, materials, equipment and outside contractor services
10. Assists with an inventory control system for all District furniture, equipment and capitalized assets
11. Recommends to the Superintendent the recruitment, employment, assignment, transfer, demotion or dismissal of custodial, maintenance, groundskeeper, personnel
12. Develops and maintains in-service training programs for transportation supervisor(s), facility managers, custodial, maintenance, groundskeeper, duplicating and district courier personnel
13. Conducts evaluations of transportation supervisor(s), facility managers, custodial, maintenance, groundskeeper, duplicating and district courier personnel

14. Supervises, directs, trains and evaluates the Facilities Managers. These duties include but are not limited to:
 - a. recommends the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepares written evaluations on a yearly basis
15. Coordinates vacation and overtime schedules for custodial, maintenance, groundskeeper, duplicating and district courier personnel
16. Recommends to the Superintendent when school should be canceled or dismissal times modified due to inclement weather or other unsafe conditions
17. Directs all snow removal operations and other actions necessary to eliminate weather-related or environmental hazards
18. Directs the preparation of playing field, gymnasiums and other facilities for athletic events, assemblies after school activities as well as facility rentals
19. Ensures extra curricular and school rental requirements are satisfied
20. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Associate Superintendent

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on May 11, 1992.
Revised February 22, 1996
Revised January 25, 2001..
Revised December 15, 2004.

TITLE: Director of Special Education

QUALIFICATIONS:

1. Minimum of five years' Teaching experience
2. Certification in at least three areas of special education
3. Master's Degree - Doctorate preferred
4. A minimum of three years of successful educational leadership
5. Type 75 General Administrative Certificate

REPORTS TO: Assistant Superintendent for Support Services

SUPERVISES: All departmental personnel for whom the Director is responsible

JOB GOAL: The Director is responsible to the Assistant Superintendent for Support Services and is responsible for the supervision and evaluation of district special education programs. The Director must possess a working knowledge of all Illinois regulations and federal laws that govern special education.

PERFORMANCE RESPONSIBILITIES:

1. Designs, implements and supervises the delivery of Special Education programs to meet the specific needs of the students and the District by insuring the availability of a continuum of appropriate services_
2. Assures that Special Education programs are in compliance with district, state and federal guidelines governing special education
3. Recommends to the Assistant Superintendent for Support Services the formulation of new procedures and alternate ways of implementing existing policies/procedures for the implementation of special education services
4. Monitors the process for conducting IEP conferences consistent with state and federal guidelines
5. Monitors full and complete evaluation (case study) quality and implementation of eligibility criteria
6. Responsible for placement and monitoring of students placed in parochial schools, SEDOL programs, private day placements and residential placements
7. Directs the Supervisors, as needed, in the provision of special education services, academic programming, personnel issues, etc.
8. Reviews and approves staff purchases and workshop/conference requests in collaboration with the Supervisors
9. Completes all required state and federal reports for Special Education
10. Completes, files and monitors all special education grants including but not limited to IDEA flow-, IDEA part B and Early Childhood Block Grants
11. Coordinates special education compliance with NCLBA requirements with the Director of Continuous Improvement and Accountability
12. Coordinates Extended School Year programs

13. Conducts regularly scheduled meetings with Special Education Supervisors
14. Conducts evaluation of all Supervisors on an annual basis per prescribed evaluation procedures
15. Monitors the delivery of assistive technology services
16. Works with the Director of Technology and the Information Systems Manager to identify data collection, storage and reporting needs as they relate to student achievement of students with special needs
17. Provides guidance to supervisors, school administrators, general education and special education staff on strategies and methods that benefit all students with special needs
18. Communicates with Principals and Assistant Principals with regard to recommended special education needs, programs and instructional services
19. Recruits, screens, assigns, and trains all Special Education and support staff in consultation with the Supervisors and the Assistant Superintendent for Support Services
20. Evaluates assigned staff following District's policies and procedures
21. Develops and utilizes appropriate remediation plans for staff members as needed
22. Keeps accurate documentation for retention, promotion or dismissal of staff
23. Maintains accurate data for use in record keeping of Special Education information
24. Establishes and coordinates the EDWIN data management system
25. Reviews completed IEP conference reports and individual educational plans to insure compliance with the law
26. Directs the development of appropriate staff development activities regarding the implementation of all state and/or federal laws or regulations
27. Reviews schedule of annual reviews conducted by the Supervisors
28. Provides technical assistance to instructional, support staff and administration in regulatory functions of Special Education
29. Remains current in any regulatory changes and inservices staff on these changes
30. Coordinates special education mediations and due process hearings
31. Performs duties as the District 504 Coordinator
32. Coordinates the planning and implementation of special needs preschool screenings for at risk and early childhood programs
33. Coordinates services of outside social service agencies that may function within the school

34. Coordinates independent student evaluations such as psychiatric, bilingual, and neurological assessments
35. Assumes responsibility for professional growth through participation in professional organization, attendance at conventions, inservices, advanced courses, etc.
36. Participates in Leadership Team Meetings and other meetings as required or appropriate
37. Serves as a member of committees and attends such meetings as directed by the Assistant Superintendent for Support Services or Superintendent
38. Maintains and updates Supervisory Procedure manual as necessary
39. Provides assistance to parents on issues regarding special education services and/or complaints.
40. Develops and manages program budgets in consultation with the Assistant Superintendent for Support Services
41. Manages state and federal reimbursement procedures for Pupil, Personnel, Orphanage, Summer State Aid Claim, Summer Orphanage and Medicaid reimbursements
42. Remains abreast of developments and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field
43. Attends meetings, workshops, seminars and conventions as assigned by the Superintendent
44. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent for Support Services or the Superintendent

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on April 27, 2000.

Revised January 25, 2001.

Revised December 15, 2004.

TITLE: Director of Technology

- QUALIFICATIONS:**
1. Minimum of five years of leadership and supervisory experience in an information technology department
 2. Bachelor's degree in information systems, computer science or information technology or related field or equivalent experience, master's degree preferred
 3. Strong analytical skills
 4. Demonstrated knowledge and experience in managing an information technology organization including budgeting (operating and capital) and expense control, effective communications, contracting, human resource management, public relations and outreach
 5. Proven ability to design and implement organization technology initiatives in a broad range of services including telecommunications, instructional and administrative systems, instructional media services, and distance learning technology
 6. Experience with network capacity planning, network security principles, and general network administration
 7. Must possess excellent organizational skills and the ability to prioritize and direct multiple complex, simultaneous tasks and projects
 8. Excellent interpersonal, communication (verbal and written) and collaboration skills

REPORTS TO: Associate Superintendent

JOB GOAL: The Director of Technology will be primarily responsible for providing leadership and guidance to the Technology Department, including the development of the overall technology strategy and the implementation of district-wide computing and network infrastructure that supports academic and administrative technology.

PERFORMANCE RESPONSIBILITIES – STAFF AND DEPARTMENT

1. Supervises, plans, directs, trains and evaluates the Manager of Technology Services, Network Administrator, and Audio Visual Clerk. These duties include but are not limited to:
 - a. recommends hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepares written evaluations on a yearly basis

2. Foster a collaborative work environment among technology staff
3. Create energy and momentum within the team
4. Create and maintain a job description for each employee (in coordination with Human Resources Department)
5. Manage employee relations within the department effectively
6. Create metrics to constantly evaluate the effectiveness of the team; identify opportunities to elevate its performance (from internal customers' perspective) and develop strategies, tactics and tools to do so
7. Ensure that users receive consistent high quality, reliable and friendly customer service from technical staff

SUPERVISION

1. Serve as the Information Technology Security Officer
2. Direct technology consultants and contractors
3. Chair the technology advisory committee

VISION AND PLANNING

1. Provide vision, strategic direction and operational leadership for the Information Technology Department in support of District 50's vision, mission, and goals
2. Participate in and contribute to District 50's strategic planning efforts
3. Coordinate and maintain District 50's three-year information technology plan
4. Set annual goals, operational objectives, priorities, strategic approach, and budget requirements in accordance with the District 50's information technology and strategic plans
5. Initiate and direct technical projects in support of District 50's strategic and operational goals
6. Design and implement business continuity planning and disaster/failure recovery procedures
7. Develop, monitor, and update information technology policies and procedures to support the district's technology needs in support of teaching, learning, and management
8. Develop, monitor, and update technology standards for networking infrastructure, systems, telecommunications and applications development
9. Oversee the direction, installation, management, maintenance, support, reliability and integrity of the District's data systems, communications systems, voice and video networks, applications, software, hardware and media services
10. Develop and administer a comprehensive security program to protect information integrity and ensure compliance with federal privacy requirements—the Children's Internet Protection Act

(CIPA), the Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA)

11. Ensure the protection of technology systems including oversight of the monitoring of security advisories and logs, upgrading anti-virus, anti-spamming, anti-trojan/worm, and anti-spyware software, and applying patches

FISCAL MANAGEMENT

1. Develop, manage, and monitor the department's budget
2. Oversee District 50's participation in the E-Rate Program

COLLABORATION WITH DISTRICT ADMINISTRATION

1. Consult regularly with senior level administrators to identify where technology can help meet individual department / committee educational and managerial goals and needs
2. Communicate with administration to the technology support required for major program initiatives
3. Provide technological support and guidance to the Curriculum and Instruction Department as it relates to data collection, retrieval, organization and dissemination
4. Consult with district administration and staff in the development of grant proposals
5. Provide technology support for instructional activities
6. Provide technology support for both instructional applications (e.g., student information, library management, benchmark assessment, special education) and administrative applications (e.g., food services, human resources, financial management, etc.)

IT NEEDS

1. Develop short- and long-term IT goals and strategies that are driven by the District 50's mission, education, and business needs
2. Ensure accountability for overall implementation of plans and strategies, and evaluate IT services and progress on strategic plans and goals
3. Create and maintain a support and maintenance plan for all IT systems and components at Woodland Schools
4. Define, prioritize, schedule, and monitor multiple IT projects, developing and maintaining comprehensive project plans/schedules
5. Develop, implement and assess performance standards for IT services
6. Support accreditation and AYP efforts of the district and manage IT functions in accordance with accreditation requirements and AYP mandates

7. Design, develop and implement planned future IT solutions, including procurement of outside products and services, development of new IT services, and integration of present systems with new technology
8. Provide IT consultation in the design, development and execution of facility construction and remodeling projects

HARDWARE, SOFTWARE, INFRASTRUCTURE, LICENSES

1. Develop a plan for providing adequate and affordable hardware and software replacements/upgrades for District 50
2. Define and set performance and reliability standards for new system and/or user application requirements
3. Direct and coordinate the management and operation of District 50's technology infrastructure, including academic and administrative computing and the data network
4. Define technology contract specifications, terms, and conditions, including performance and reliability standards, and administer contracts to ensure compliance with operating performance standard
5. Oversee the cost effective acquisition of hardware and software, and management of vendors to ensure that IT operations are within established budget constraints
6. Establish support contracts, licenses, maintenance agreements and upgrades for the district's data network, telecommunications network and all associated systems
7. Ensure compliance with all software and hardware licenses
8. Support end-user training needs for appropriate software applications
9. Maintain and refine an information technology infrastructure, including the design, development and maintenance of the network infrastructure supporting connectivity for students, faculty, support staff and administrators to computing resources and applications provided by the network servers, file servers and applications

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on January 25, 1996.

Revised January 25, 2001

Revised April 26, 2001

Revised May 24, 2001.

Revised February 28, 2002.

Revised October 29, 2003.

Revised December 19, 2007.

TITLE: Director of Transportation

- QUALIFICATIONS:**
1. Minimum of 5 years management, leadership and supervisory experience
 2. Post Secondary Education preferred
 3. Ability to establish and maintain positive, effective relationships with parents, staff, colleagues, and members of the community.
 4. Broad experience in working with personnel
 5. Knowledge of an elementary school district transportation system preferred.
 6. Knowledge of technology in the management of transportation systems preferred.
 7. Understanding of the educational process and the corresponding role of transportation

REPORTS TO: Associate Superintendent

- JOB GOALS:**
1. The Transportation Director shall coordinate all transportation services to ensure an effective, efficient, safe and smooth running system for all students.
 2. The Transportation Director will lead and direct all transportation staff to ensure student safety, compliance with state and federal transportation laws, and the collective bargaining agreement
 3. The Transportation Director will develop and maintain superior customer service skills at all staff levels.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, plans, directs, trains and evaluates or oversees all Transportation staff including but not limited to, the Transportation Routing Coordinator for Regular Education, Transportation Behavior Modification Liaison, Transportation Secretary, Transportation Clerk, Bus Maintenance Mechanic, Bus Mechanic's Assistant, and Bus Drivers and Bus Aides. These duties include but are not limited to:
 - a. recommends the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepares written evaluations on a yearly basis
2. To plan, direct and supervise the District's Department of Transportation to include contracts, bids and communications
3. To determine the eligibility of students for bus transportation
4. To investigate and report school bus accidents and safety related incidents to the Superintendent and/or Associate Superintendent
5. To oversee the establishment of all bus routes and approve all route changes for the district
6. To assign bus drivers to routes based on seniority
7. To maintain all applicable records in accordance with Department of Transportation regulations
8. To supervise the licensing of bus drivers

9. Keeps informed of and interprets all laws, regulations, statutes, rules and policies affecting the Transportation Department
10. To plan, direct and supervise the maintenance of buses
11. To supervise the arrangement of required bus transportation for field trips and athletic trips
12. To develop, plan and arrange Bus Driver orientations, training and workshops to include, but not limited to:
 - a. State, federal and local laws
 - b. Federal Drug and Alcohol laws and regulations
 - c. CPR, First Aid
 - d. Life, Health and Safety
 - e. Student Discipline
 - f. Conflict resolution and problem solving
13. To monitor security of all district transportation equipment and vehicles
14. To make recommendations to Associate Superintendent on equipment purchases and replacement schedules
15. To assist in completion and administration of annual transportation budget
16. To establish and determine appropriate staffing levels
17. To act as a resource person to the Administration and Board of Education
18. Obtains or renews contracts and prepares specifications to secure quotes and bids as they relate to transportation
19. Recommends to the Superintendent when school should be canceled or dismissal times modified due to inclement weather or other unsafe conditions.
20. Prepares drafts of needed Board policies, administrative procedures and practices and status reports to the Superintendent's review and action.
21. To direct all transportation student disciplinary and behavior modification programs in consultation with the Associate Superintendent
22. To receive training by the Secretary of State as a site based examiner and as such, tests all new drivers as mandated by the Secretary of State for CDL
23. To act as a substance abuse professional in accordance with the Federal Drug and Alcohol law
24. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent or Associate Superintendent

TERMS OF EMPLOYMENT: Twelve month position (260 days including paid holidays and paid vacations). Salary established by the Board.

Approved by the Board of Education on May 11, 1992, Revised February 22, 1996, Revised July 23, 1998, Revised January 25, 2001, Revised April 26, 2001, Revised February 28, 2007.

TITLE: Facilities Manager

QUALIFICATIONS:

1. High School Diploma and 5 Years Experience in Related Field
2. Management and supervisory experience
3. Extensive experience in the areas of boilers, air handling systems, HVAC systems, pumps, motors, and other associated equipment
4. Experience working with computers
5. Experience with Preventive Maintenance Programs
6. Experience with inventory control and supplies purchasing
7. Excellent communication and organizational skills

JOB GOALS: To ensure schools are safe, secure and properly maintained to enhance the learning environment for all District stakeholders.

REPORTS TO: Director of Operations and Facilities

PERFORMANCE RESPONSIBILITIES:

1. Supervises, plans, directs, trains, and evaluates Operations and Facilities staff. These duties include, but are not limited to:
 - a. Recommends the hiring, transfer or termination
 - b. Has the authority to discipline employees
 - c. Has the authority to adjust level one grievances
 - d. Prepares written evaluations annually
2. Manage a Preventive Maintenance Program.
3. Manage the procurement of supplies, materials, and equipment necessary to ensure a safe, secure, and properly maintained environment.
4. Inspect the District grounds and buildings daily to ensure a safe and secure environment.
5. Promote team development through effective communication and positive leadership.
6. Assist the Director of Operations & Facilities in establishing and maintaining the department budget.
7. Manage preparation and staffing for all major after-school events.
8. Maintain District assets inventory and equipment list for all supplies, furniture, equipment, machinery, vehicles, etc.
9. Manage District recycling programs to assist the District in moving towards and maintenance of "green" facilities.
10. Perform other tasks and responsibilities as assigned by the Director of Operations and Facilities or representative.

TERMS OF EMPLOYMENT: Twelve month year (260 days including legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on January 23, 1997
Revised March 20, 2007

TITLE: Human Resources Manager

- QUALIFICATIONS:**
1. Minimum of BA in Human Resources or related field, plus experience, MA in Education preferred
 2. 3 to 5 years experience in Education
 3. Experience in working with staff and public
 4. Ability to meet and communicate effectively with people
 5. Friendly, competent, self starter
 6. Knowledge of word processing, spreadsheets, database necessary
 7. Organizational skills
 8. Ability to supervise staff

REPORTS TO: Director of Human Resources

JOB GOAL: The Human Resources Manager position responsibilities shall include recruitment, working with staff at all levels relating to personnel inquiries, processing new employees, coordinating personnel negotiations information, maintaining personnel related information and assisting the Director with matters such as staff personnel disciplinary issues.

PERFORMANCE RESPONSIBILITIES:

1. Supervise, plan, direct, train and evaluate the Human Resources Benefits Clerk. These duties include but are not limited to:
 - a. recommend the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepare written evaluations on a yearly basis
2. Provide input to the Director of Human Resources on the performance of the H.R. Clerk and Secretary to the Human Resources Department.
3. Prepare, assemble, organize and maintain confidential proposals and/or related confidential data for use by Board of Education, Administration and Board negotiation team in connection with collective bargaining, contact administration and management policies regarding labor relations
4. Assist in the preparation of Board meeting agendas pertaining to personnel
5. Assist the Director of Human Resources in the resolution of complaints, difficulties and other matters related to personnel management and work with principals on difficult or sensitive personnel matters
6. Coordinate the development and maintenance of computerized personnel records for all employees in order to provide a comprehensive, efficient accurate and current record of employment information
7. Coordinates the development and dissemination of recruitment brochures and vacancy announcements
8. Monitor the Applitrack system
9. Verify and monitor certification requirements for all staff to include highly qualified status as defined by NCLB

10. Conduct interviews for the recruiting and hiring of substitute staff to include placing long term substitutes
11. Oversee new employee paperwork sessions to include; insurance, payroll and other pertinent employment information
12. Conduct a pre-employment interview with each successful employee applicant, issuing a contract, relevant salary schedule, insurance forms, sick bank information, payroll pay schedule, retirement forms, and all other pertinent information required for new employees
13. Maintain a file of completed application forms from candidates who were not selected but for whom a future opening is likely to appear within the district, and from others inquiring about employment opportunities for whom openings do not exist at the time of inquiry
14. Review final applicant files for completeness (ie: transcripts, certification, salary etc.)
15. Conduct exit interviews of personnel leaving the district where necessary
16. Coordinate and process unemployment claims
17. Coordinate the preparation of 9 month employee return letters per the Collective Bargaining Agreement
18. Review, and process requests for transfers in accordance with transfer procedures and the needs of the district
19. Coordinate University Job Fair recruitment
20. Assist in the preparation of Administrator contracts
21. Coordinate the process of teacher certification renewals
22. Maintain the Teacher Service Record by providing new and updated information to the Illinois State Board of Education
23. Develop and maintain seniority lists for certified and educational support staff
24. Coordinate student teacher placement with Universities and Principals, to include maintaining appropriate documentation
25. Assists in processing tuition reimbursement and lane changes
26. Assists in planning and coordinating professional development for educational support staff
27. Perform such other tasks and assumes such other responsibilities as may be assigned by the Director of Human Resources

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on June 29, 1995.
Revised January 25, 2001.
Revised April 26, 2001.
Revised May 23, 2007.

TITLE: Information Systems Manager

JOB GOAL: Provide a single management focus for all information resource support inclusive of student information management, district residency requirements, and student enrollment processes specific to the needs of school district. Maintain State & Federal reporting requirements; conforming to the school code and Illinois state board of education. Establish an overall direction for the use of Information Systems (IS), and align the strategic planning process with the goals and objectives of the district.

QUALIFICATIONS:

1. Bachelors degree in Business Administration with an emphasis in Computer Information Systems, data management, or a related field. Advanced degree in Education preferred.
2. Demonstrated ability in the construction and management of relational databases.
3. Demonstrated ability to coordinate, administer, and maintain accurate records with student records, student registration, state & federal reporting requirements, including General State Aid filing for the district.
4. Experience and strong skill set with student, financial, and human resources management software and knowledge with reporting practices required. Experience with the Skyward product line is preferred.
5. Demonstrated ability to work with others in a team setting. A background in the training of adults is preferred.
6. Strong problem-solving capabilities, learning abilities, and people skills.
7. Demonstrated ability to maintain and process confidential information securely and efficiently.

REPORTS TO: Associate Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Position will supervise, plan, direct and evaluates the following staff positions; Student Records Secretary, and Student Records Clerk. These duties include but are not limited to:
 - a. Recommends the hiring, transfer or termination
 - b. Has the authority to discipline employees
 - c. Has the authority to adjust level one of grievances
 - d. Prepares written evaluations on a yearly basis
2. Facilitates database and administration in the determination of information used to perform district processes.
3. Coordinates the review of automated and non-automated processes to determine their effectiveness as it relates to student information management.
4. Manages the development and implementation of administrative application systems by directing and monitoring the planning, design, development and maintenance of systems and programs for the school district.

5. Directs information resource planning by facilitating the identification of information needed to support district operations, setting long-range objectives, establishing overall priorities and selecting strategies for the use of information resources.
6. Directs systems support to include capacity planning, software acquisition, certification, licensing, maintenance, and support.
7. Oversees data operations; providing centralized control of problems and changes to the computing environment. This includes data extractions for the purpose of supporting and/or processing the following :
 - a. SIS – Student Information System: State of Illinois’s student reporting system
 - b. Transportation – VersaTrans RP transportation routing program
 - c. Scholastic Reader – computer reading program
 - d. Online Registration – web-based district on line registration system
 - e. Photo ID System – DataCard for student and staff ID badges
 - f. Assessment Data – Pre-ID labels for state
 - g. Presidents Challenge – for PE waiver
 - h. Library systems – Follet and Spectrum library systems
 - i. MAP Testing – NWEA student data extraction for student achievement testing
 - j. Honor Roll reporting – data provided for honor roll publication
 - k. Scheduling – resource for the Skyward scheduling of courses and students.
8. Directs identification and support of information products and services to include establishing of service levels for applications and reporting of performance to users.
9. Facilitates user training in information system products by monitoring information services training needs and establishing training methods.
10. Oversees the district wide filing system and records as it applies to registration and student attendance.
11. Maintain all student and family information changes.
12. Will coordinate student records appeals with District Record Custodian.
13. Perform other tasks and assumes such other responsibilities as assigned by the Associate Superintendent.

TERMS OF EMPLOYMENT: Twelve months (260 days including paid legal holidays and paid vacations.)
Salary established by the Board of Education.

Approved by the Board of Education on June 27, 2007.

TITLE: Manager of Technology Services

- QUALIFICATIONS:**
1. Experience in computer, computer network, and voice/data installation, operation and maintenance, including multiple operating system platforms
 2. Related work experience
 3. College Degree
 4. At least five years experience with technology and technology networks preferred
 5. Such alternative qualification as the Board may find appropriate and acceptable

REPORTS TO: Director of Technology

JOB GOAL: To maintain all computers, computer networks, voice/data and related equipment in such a condition of operating excellence that maximum educational use may be made at all times and to assist teachers, students and administration to take full advantage of technology for efficiency and instructional purposes.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, plans, directs, trains and evaluates the Technology Resources and Consultants. These duties include but are not limited to:
 - a. recommends the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepares written evaluations on a yearly basis
2. Facilitate the expansion of electronic communications through the development of the networking system, creating of a district-wide e-mail system, and the development of a gateway to include the Internet for staff and student use
3. Implement "in house" technology support for administrative applications. Provide installations services, training, on-going assistance, and evaluation of the quality of the implementation. Develop recommendations for future initiatives
4. Maintain equipment, software installations, and networks and peripherals on a prompt basis to keep all systems in service
5. Work with district administration, committees and architect to oversee the successful installation of new technologies in the new construction projects
6. Keep informed of leading edge technologies and share ideas with the Director of Technology for possible incorporation into future technology plans for the district
7. Instructs and assists teachers and students in the proper use and operation of technology, including preventive maintenance measures
8. Develops and executes plans for in-school maintenance of technology in educational, server, network, and Management Information Services areas
9. Coordinates the distribution and collection of computer, server and network technology in the school

10. Assists in the development and maintenance of computer, server and network technology inventories
11. Oversee maintenance of technology on a timely basis
12. Designs a triage (on-site) process for repair procedures, including the coordination of off-site repair when needed
13. Administers voice and data communications
14. Administrates and maintains building network, and servers for information services
15. Assists with the installation of hardware and software
16. Performs other duties and responsibilities that may be assigned by the Director of Technology

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on February 28, 2002.

Revised February 11, 2004.

Revised August 27, 2008.

Revised October 22, 2008.

TITLE: Network Manager (Network Administrator)

QUALIFICATIONS:

1. Experience in the development and maintenance of computer networks
2. Experience with UNIX server operating systems preferred (Windows Service experience also accepted)
3. Associate Degree required, Bachelor's Degree preferred
4. Experience in the maintenance of telecommunications equipment
5. CCNA or similar certification preferred
6. Proven ability to work successfully in a team setting
7. Demonstrated ability to maintain and process confidential information

REPORTS TO: Director of Technology

JOB GOAL: To develop and maintain district computer networks, assist in the maintenance of network servers, and telephone systems and wiring in such condition of operating excellence that maximum educational use may be made at all times and to assist teachers, students, and administration to take full advantage of technology for efficiency and instructional purposes.

PERFORMANCE RESPONSIBILITIES:

1. Maintains and processes district confidential information
2. Configures, installs and maintains computer network hardware including switches, routers, firewalls and other related equipment
3. Maintains the efficient operation of district computer networks
4. Assists in the configuration of end user computers and supports end users by assisting them in the operation of their computers
5. Assists the Manager of Information Services in the configuration and maintenance of district server computers, user accounts, and server-based software
6. Serves on district committees for the development and installation of new technologies for the district
7. Provides training to school technicians and advisors in the use of network and server-based technology tools as needed
8. Assists in the configuration and maintenance of telephone equipment including wiring, switches, and end user tools
9. Serves as a team member modeling the behaviors that contribute to the maintenance of a high performing team
10. Has access to and processes district confidential information
11. Performs other duties and responsibilities as assigned by the Director of Technology and the Manager of Information Services

TERMS OF EMPLOYMENT: Twelve months (260 days including paid legal holidays and paid vacations.) Salary established by the Board of Education.

Approved by the Board of Education on May 18, 1999.
Revised April 26, 2001.
Revised February 28, 2002.
Revised September 22, 2004.

TITLE: Principal

QUALIFICATIONS: 1. Type 75 Certificate - General Supervisory, General Administrative
2. Master's Degree
3. Certified with classroom and administrative experience

REPORTS TO: Superintendent of Schools

SUPERVISES: School Staff - certified and educational support personnel

JOB GOALS: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student

PERFORMANCE RESPONSIBILITIES:

1. Defines the Mission of the School
 - A. Frames and Communicates Goals
 1. Keeps the Superintendent informed of the schools' activities
 2. Maintains active relationships with students and parents
 3. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student programs
 2. Manages Curriculum and Instruction
 - A. Knows and Coordinates Curriculum and Instruction
 1. Initiates, designs and implements programs to meet specific needs of the school
 2. Makes recommendations concerning the school's instruction
 3. Leads in the development, determination of appropriateness and monitoring of the instructional program
 4. Programs classes within established guides to meet student needs
 5. Assists in the development, revision and evaluation of the curriculum
 6. Supervises the guidance program to enhance individual student education and development
 - B. Supervises and Evaluates/Monitors Progress
 1. Supervises the school's educational program
 2. Supervises all professional, paraprofessional, administrative, and nonprofessional personnel attached to the school
 3. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff
 4. Supervises the school's teaching process
 5. Evaluates and counsels all staff members regarding their individual and group performance
 6. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory
 7. Supervises all activities and programs that are outgrowths of the school's curriculum

8. Primary responsibility is the improvement of instruction with a majority of time being spent on curriculum and staff development (Reference School Code: Ch 122, new par. 10-20.14 sb 730)

3. Promotes School Climate

A. Sets Standards and Expectations

1. Establishes and maintains an effective learning climate in the school
2. Maintains active relationships with students and parents
3. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students
4. Establishes guides for proper student conduct and maintains student discipline
5. Assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instruction

B. Protects Time/Promotes Improvement

1. Budgets school time to provide for the efficient conduct of school instruction and business
2. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like
3. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussion problems of mutual interest with others in the field
4. Orients newly assigned staff members and assists in their development, as appropriate

4. Managerial Responsibilities

A. Financial

1. Prepares and submits the school's budgetary requests, and monitors expenditures of funds
2. Maintains and controls the various local funds generated by student activities

B. Record Keeping

1. Supervises the maintenance of all required building records
2. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
3. Supervises the maintenance of accurate records on the progress and attendance of students
4. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property
5. Responds to written and oral requests for information
6. Assumes responsibility for all official school correspondence and news releases
7. Assumes responsibility for the attendance, conduct, and maintenance of health of students
8. Approves the master teaching schedule and any special assignments

C. Building/Grounds

1. Assumes responsibility for the safety and administration of the school plant
2. Supervises the daily use of the school facilities for both academic and nonacademic purposes
3. Plans and supervises fire drills and an emergency preparedness program
4. Works with various members of the central administrative staff on school problems of more than inschool import, such as transportation, special services, and the like

D. Professional Responsibilities

1. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate
2. Serves as an ex officio member of all committees and councils within his/her school
3. Cooperates with college and university officials regarding teacher training and preparation
4. Serves as a member of such committees and attends such meetings as directed to by the Superintendent
5. Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability
6. Interprets and enforced district policies and administrative regulations
7. Attends special events held to recognize student achievement, and attends school sponsored activities/functions, and athletic events
8. Conducts meetings of the staff as necessary for the proper functioning of the school

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary to be established by the Board of Education.

Approved by the Board of Education on May 11, 1992.
Revised June 6, 1994.

TITLE: Public Information Specialist

QUALIFICATIONS:

1. BA in journalism, public relations, communications, English or related media studies
2. Good working knowledge of public relations
3. Friendly
4. Competent on computer - desktop, database, spreadsheet, and word processing
5. Ability to work with people
6. Self Starter

SKILLS AND KNOWLEDGE

1. Command of the English language, spelling and writing
2. Ability to deal with the public tactfully and courteously and to work harmoniously with other employees
3. Ability to make decisions in accordance with established policies and procedures
4. Ability to prepare effective correspondence on routine matters and maintain routine office management detail
5. Ability to operate computer equipment and be knowledgeable in word processing and data entry
6. Ability to cope with deadline pressures

REPORTS TO: Superintendent of Schools

JOB GOALS: To generate in the community at large a climate of understanding of the district's efforts to provide each student with the best possible education in an increasingly complex and sophisticated world.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, plans, directs, trains and evaluates the Public Relations Clerk. These duties include but are not limited to:
 - a. recommends the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepares written evaluations on a yearly basis
2. Interpret community needs and opinions to the administration and the Board of Education; provide the public relations viewpoint in program and policy planning including planning relating to labor negotiations
3. Advises the superintendent on the probable public relations consequences relating to planned or proposed shifts in existing programs and policies, including collective bargaining proposals or negotiating strategies, based on reviewing relevant documents and other appropriate information as needed
4. Serve as information liaison between the total school system and the community at large
5. Set annual objectives for the district's public information program and plan budget for meeting objectives
6. Serves as liaison officer between the district and news media and supervises the production and distribution of all news releases; arranges for press conferences as required; and prepares press kits for distribution to reporters covering Board meetings and public hearings
7. Supervises and coordinates the preparation of all school district publications (except student publications) including such publications as recruitment brochures, orientation brochures for new teachers and staff members, information brochures for the parents of students new to the district, and the like

8. Plans and supervises the periodic polling of public opinion regarding the district or current issues in education
9. Maintains open lines of communication with all community organizations and provides prompt responses to requests for public information about the district, its policies, and its programs
10. Maintains a district talent bank of staff members willing to serve community organizations as speakers or as volunteer resource specialists
11. Serves upon request as speech writer for Board officers or the superintendent
12. Sends news releases about school and Board activities to the various news media
13. Coordinates the activities of non-school groups planning in-school information programs such as career days, college recruitment, armed forces recruitment, and the like
14. Maintains and regularly updates a file of community organizations and their officers, mailing lists of residents, and mailing lists of community groups with clearly expressed interests in educational affairs
15. Assists the superintendent in explaining public opinion to the staff to the school system
16. Speaks at public meetings on issues of general or specific pertinence to district schools and programs at the request of the superintendent
17. Stays abreast of professional practices in the field
18. Serves as the "first impression" person in phone and in person relationships regarding school community relations
19. Prepares and sends information packets to new residents, real estate agents and others requesting information about School District 50
20. Opens, reviews and organizes incoming mail
21. Manages the word processing functions of the office
22. Stays current with updated software on the desktop and mainframe computers
23. Types, checks spelling of names, proofs, reviews and prints all news releases, internal memos and newsletters, and other district publications
24. Types, proofs, reviews, mails and files all correspondence
25. Manages the distribution system (labeling, stuffing and sorting) for publications and materials including weekly news releases, internal memos and newsletters, community newsletters, calendars, Annual Reports, and periodical surveys and reports
26. Manages publication and product archives, press clippings, notebooks and files
27. Assists in coordinating staff recognition activities
28. Assists in coordinating actions with public relations associations and community groups
29. Competence in and able to effectively use desktop publishing software

30. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent

TERMS OF EMPLOYMENT: Twelve month year (260 days including paid legal holidays and paid vacations). Salary to be established by the Board of Education.

Approved by the Board of Education on June 29, 1995.
Revised April 26, 2001.

TITLE: Special Education Supervisor

QUALIFICATIONS:

1. Certification - Type 75 - General Administration, Type 10 in LD, BD, Early Childhood or EMH dependent upon assignment
2. Working knowledge of Illinois and federal law and appropriate rules and regulations
3. Certificate registered in Lake County

REPORTS TO: Assistant Superintendent of Support Services, Director of Special Education, and Principal

JOB GOAL: The Special Education Supervisor is responsible for the supervision and evaluation of district special education programs to which they are assigned

PERFORMANCE RESPONSIBILITIES:

1. Provide supervision and consultation to each classroom teacher
2. Assist the teacher with the establishment of clear, concise, programming goals which reflect the needs of each student by:
 - a. review past and current educational data, including current individual educational program goals
 - b. determine learning styles and present functioning levels
 - c. determine individual needs for physical setting (equipment, layout, material)
 - d. determine social/emotional needs
3. Assist the teacher with the implementation of programming goals
 - a. developing program schedule(s)
 - b. grouping of students
 - c. selecting and modifying materials
 - d. designing and implementing instruction which parallels individual learning styles
 - e. utilizing effective classroom management techniques including crisis intervention
 - f. establishing optimal teacher/student interaction including instructional and social interaction
4. Assist teachers in the preparation of appropriate and legally correct IEPs including correlation with Illinois State Learning Standards
5. Assist with disciplining of IEP students as needed
6. Effectively evaluates staff performance which includes providing staff with accurate feedback following the District teacher evaluation plan and the administrative procedures and practices
7. Evaluate the effectiveness of the technical aspect of special education programs in the area of exceptionality and give appropriate written recommendations to the teacher, principal, and the Director of Special Education
8. Participates as active participant in school based leadership team meetings and district meetings
9. Chair all IEP meetings and/or annual reviews for children who may be eligible for special education, for those currently enrolled in special education, and for those being transitioned into full time regular classroom placement
10. Assist parents in understanding the needs of their child and the special services and/or programming their child is or will be receiving

11. Provide inservice training to both regular education and special education staff on relevant special education topics
12. Assists with inventory of educational materials as relates to PPS staff and students
13. Assists in building with supervision of students as needed
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent of Support Services and/or the Director of Special Education and/or Principal

TERMS OF EMPLOYMENT: Two hundred (200) days. Salary established by the Board of Education.

Approved by the Board of Education February 23, 1995.

Revised July 23, 1998.

Revised January 25, 2001.

Revised October 24, 2002.

Revised December 19, 2002.

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Type 75 Illinois Certification with Superintendency endorsement
2. Ph.D. in Educational Leadership and Administration
3. Minimum of five years teaching experience and three years administrative experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, every district employee

JOB GOALS: To provide leadership in developing, guiding, and maintaining optimal educational programs and services to the school children of Woodland School District 50.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration
2. Serves as ex officio member of committees
3. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented
5. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future
7. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority
8. Supervises the carrying out of all laws, regulations, and Board policies
9. Makes all administrative decisions within the school necessary to the proper function of the school district
10. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy

11. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation
12. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools
13. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools
14. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
15. Oversees the timely revisions of all curriculum guides and courses of study
16. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
17. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees communications to be made to the Board
18. Directs staff negotiations with professional and educational service personnel
19. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval
20. Assigns, defines the duties of, and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record
21. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
22. Supervises methods of teaching, supervision, and administration in effect in the schools
23. Approves vacation schedules for salaried district employees under direct supervision
24. Suspends any employee for just cause, and reports such suspension to the Board
25. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee
26. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action
27. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval
28. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget

29. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies
30. Provides suitable instructions and regulations to govern the use and care of school properties
31. Recommends to the Board sales of all property no longer required by the Board, and supervises the proper execution of such sales
32. Oversees the processing and submission of required reports
33. Files, or causes to be filed, all reports required by the state and the school code
34. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety
35. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district
36. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations
37. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education
38. Represents the Board as liaison between the school district and the community
39. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community
40. Performs such other tasks as may from time to time be assigned by the Board

TERMS OF EMPLOYMENT: Twelve month year (260 days including legal holidays and paid vacations). Salary and benefits are contractual with the Board of Education.

Approved by the Board of Education on May 11, 1992.

TITLE: Supervisor of Fiscal Services

QUALIFICATIONS:

1. High School graduate including courses in bookkeeping, accounting, payroll and secretarial skills
2. 3 years of experience in accounting, bookkeeping, computer skills or demonstrate competencies in the tasks assigned
3. Organizational skills

REPORTS TO: Associate Superintendent

JOB GOALS: The Supervisor shall assist in the everyday financial activity of the Business Office. Provides oversight and supervision of office clerical and accounting staff. Assists in the preparing of the monthly and annual financial statements and the quarterly budget control.

PERFORMANCE RESPONSIBILITIES:

1. Supervises, plans, directs, trains and evaluates the Bookkeeper, and Payroll Clerks. These duties include but are not limited to:
 - a. recommends the hiring, transfer or termination
 - b. has the authority to discipline employees
 - c. has the authority to adjust level one grievances
 - d. prepares written evaluations on a yearly basis
2. Provides Payroll and Accounts Payable troubleshooting or assistance as needed.
3. Maintains a complete and systematic set of accounting records of all financial transactions of the district.
4. Completes budget transfers and journal entries.
5. Records details of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
6. Summarizes and balances entries recorded in individual journals and ledgers, and transfer data to general ledgers.
7. Assists in preparation of financial statements, income statements, and cost reports to reflect financial condition of the district.
8. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
9. Receives, computes and records cash receipt summaries for the district.
10. Assists in the preparation of the monthly Financial Report for monthly regular Board of Education Meetings by preparing any report necessary, and by verifying balances and reconciling with treasurer's figures.
11. Assists and supervises Accounts Payable Clerk in compiling monthly bill list for Board of Education and in checking for correct payments and account numbers.
12. Works with auditor and treasurer on supplying necessary financial information.

13. Organizes and prepare documentation for the annual audit.
14. Supervises the Payroll Clerk in computing payroll and in making proper deductions from employee salaries.
15. Assists in the preparation of the annual budget.
16. Completes weekly and monthly food service statements and monitors parent communication material.
17. Tracks registration fee payment and send quarterly fee statements.
18. Handles registration fees, oversees deposits and recording of fees in fee tracking.
19. Oversees Skyward update, year end rollover procedures, and accounting updates.
20. Provides accounting and computer services for Food Service program, act as liaison between food service and administration.
21. Performs such other tasks and assumes such other responsibilities as may be assigned by the Associate Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year (260 days including paid legal holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on September 27, 1993.

Revised September 27, 1993.

Revised March 21, 1994.

Revised June 15, 1994.

Revised November 21, 1996.

Revised July 27, 2000.

Revised April 26, 2001.

Revised September 24, 2008.

TITLE: Supervisor for Language Arts and Social Studies (combine with Math & Science Supervisor to be renamed "Curriculum Supervisor")

QUALIFICATIONS: Minimum of 3 years' Teaching Experience
Master's Degree Preferred
Type 75, Supervisor

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To assist teachers in the design and implementation of lessons which differentiate instruction and incorporate best teaching practices in the areas of language arts and social studies

PERFORMANCE RESPONSIBILITIES:

1. Schedule classroom visitations in grades K-8 for new teachers to monitor pacing of lessons, good instructional practices, lesson plans
2. Provide training to new teachers in the language arts and social studies curriculum and provide guidance regarding the integration of these two subjects
3. Serve as a resource to building principals and classroom teachers regarding instructional practices, availability of materials, inventorying materials, preparing students for the ISAT and standardized tests
4. Provide training to all classroom teachers of these content areas in providing instruction which is aligned to meeting the state standards
5. Assist teachers in the development and implementation of curriculum based measurements for grades K-8 in language arts and social studies
6. Assist teachers in the development and implementation of common sets of rubrics to grade student performance K-8 in language arts and social studies
7. Assist staff in locating materials appropriate to teach grade level and train staff whenever a new materials adoption is made; make recommendations for purchases and aide classroom teachers in the procurement of materials
8. Consult with individual teachers or groups of teachers on new and/or appropriate teaching techniques, materials, and where needed, conduct classroom demonstrations
9. Provide inservice training to the general public regarding the district's language arts/social studies programs and new trends and developments in these content areas
10. Supervise the design and set up of language arts/reading/social studies materials and coordination of units that best meet national, state, and district goals and objectives
11. To collaborate with specialists, technology staff, learning resource center personnel, gifted staff, and special service staff members in meeting the unique instructional needs in the schools
12. To evaluate and supervise gifted personnel and specialists in the various content areas
13. To write and implement grants in the areas of technology, language arts, and social studies
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Principal/Assistant Principal

TERMS OF EMPLOYMENT: Two hundred (200) days. Salary established by the Board of Education. Approved by the Board of Education on April 27, 2000.

TITLE: Supervisor for Math and Science (combine with LA & SS Supervisor to be renamed "Curriculum Supervisor")

QUALIFICATIONS:

1. Minimum of Three Years' Teaching Experience
2. Master's Degree Preferred, But Not Required
3. Type 75, Supervisory

REPORTS TO: Director of Curriculum and Instruction

JOB GOAL: To assist teachers in the design and implementation of lessons which differentiate instruction and incorporate best teaching practices in the areas of math and science.

PERFORMANCE RESPONSIBILITIES:

1. Schedule classroom visitations in Grades K-8 for new teachers to monitor pacing of lessons, good instructional practices, lesson plans
2. Provide training to new teachers in the math and science curriculum and provide guidance regarding the integration of these two subjects
3. Serve as a resource to building principals and classroom teachers regarding instructional practices, availability of materials, inventorying materials, preparing students for the ISAT and standardized tests
4. Provide training to all classroom teachers of these content areas in providing instruction which is aligned to meeting the state standards
5. Assist teachers in the development and implementation of curriculum based measurements for grades K-8 in math and science
6. Assist teachers in the development and implementation of common sets of rubrics to grade student performance K-8 in math and science
7. Assist staff in locating materials appropriate to each grade level and train staff whenever a new materials adoption is made; make recommendations for purchases and aid classroom teachers in the procurement of materials
8. Consult with individual teachers or groups of teachers on new and/or appropriate teaching techniques, materials and where needed, conduct classroom demonstrations
9. Provide inservice training to the general public regarding the district's math/science/health program and new trends and developments in these content areas
10. Supervise the design and set up of math/science/health equipment and coordination of units that best meet national, state, and district goals and objectives
11. To collaborate with specialists, technology staff, learning resource center personnel, gifted staff, and special service staff members in meeting the unique instructional needs in the schools
12. To evaluate and supervise gifted personnel and specialists in the various content areas
13. To write and implement grants in the areas of technology, math, and science
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Principal/Assistant Principal.

TERMS OF EMPLOYMENT: Two hundred (200) days. Salary established by the Board of Education.

Approved by the Board of Education on April 27, 2000.

TITLE: Transportation Behavior Modification Liaison

QUALIFICATIONS:

1. Current CDL and school bus driver permit
2. High School graduate
3. Experience in school transportation and Illinois Department of Transportation Rules and Regulations
4. Willingness to work overtime
5. Good Communication Skills with School Staff, Parents and Students
6. Knowledge of behavior management strategies
7. Experience in successfully coping with inappropriate adolescent behavior as it pertains to transportation
8. Knowledge of law regarding student rights
9. Has a working knowledge or the ability to learn the Versa Trans routing system

REPORTS TO: Director of Transportation

JOB GOAL:

1. Assures consistent student disciplinary actions in a effort to modify inappropriate behavior to promote safe and courteous behavior during transportation
2. Schedules training as it pertains to driver and student safety

PERFORMANCE RESPONSIBILITIES

1. Responds to all disciplinary referrals from bus drivers.
2. Schedules bi-annual student bus safety and evacuation classes and assists in compiling the required reports on class attendance.
3. Acts as liaison between school administration, parents, and students regarding student disciplinary matters on the bus.
4. Maintains contact with parents, teachers and social workers for students on the alternative bus (Behavior Modification).
5. Provides school administration with information regarding behavioral situations which may carryover to the school environment.
6. Conducts necessary interviews to resolve student bus disciplinary matters in a timely fashion.
7. Refers disciplinary matters to school administration for action dependent upon the incident consistent with the Parent/Student Handbook.
8. Implements the appropriate student disciplinary action consistent with the Infractions and Consequences section of the Parent/Student Handbook.
9. Based on results of interviews, assigns all students to alternative bus arrangements.
10. Individualizes personal analysis requests for students on alternative (Behavior Modification) bus guiding students towards safer and more responsible behaviors.
11. Contacts parents to follow-up on all disciplinary referrals.
12. Reports to Director of Transportation and Assistant Superintendent for Support Services any problem between driver and students in all cases where driver disciplinary action may be required or which could impact on safety on the bus.
13. Drives Behavior Modification Bus in the afternoons in order to have direct contact with students on board and to monitor their progress in modifying behavior

14. Assists administration in providing CPI training to all Woodland staff.
15. Schedules driver training as it pertains to driver/student safety.
16. Assists dispatcher while school buses are on routes or special trips and when the dispatcher is absent or driving a route.
17. Assists in completion of the annual transportation report.
18. Assists with monthly payroll and attendance records as needed.
19. Assists the Director of Transportation in areas of contracts, bids and communication.
20. Keeps informed of all laws, regulations, statutes, rules and policies affecting the Transportation Department.
21. Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Transportation.

TERMS OF EMPLOYMENT: Twelve month position (260 days including paid holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on June 27, 1996.

Revised October 23, 1997.

Revised July 23, 1998.

Revised June 28, 2000.

Revised January 25, 2001.

Revised April 26, 2001.

Revised July 28, 2004.

Revised July 25, 2007.

TITLE: Transportation Routing Coordinator for Regular Education

QUALIFICATIONS:

1. Current bus driver permit and CDL
2. Working knowledge of the regular routes in district boundaries
3. High School graduate
4. Experience in school transportation and Illinois Department of Transportation Rules and Regulations
5. Willingness to work overtime
6. Has a working knowledge or the ability to learn the Versa Trans routing system

REPORTS: Director of Transportation

JOB GOAL:

1. Coordinates the scheduling of all stops and routes for regular education students and schools
2. Schedules training as it pertains to Federal and State Laws and Regulations

PERFORMANCE RESPONSIBILITIES

1. Plans, directs, and assesses the regular education routing program for Woodland
2. Assists the Transportation Behavior Modification Liaison in scheduling bi-annual student bus safety and evacuation classes and assists in compiling the required reports on class attendance
3. Oversees scheduling of all drivers for mandatory refresher classes and workshops on safety and its role in the professional driver's responsibilities
4. Assists dispatcher while school buses are on routes or special trips and when the dispatcher is absent or driving a route
5. Assists in the completion of the annual transportation report
6. Assists with monthly payroll and attendance records
7. Assists the Director of Transportation in areas of contracts and bids
8. Keeps informed of all laws, regulations, statutes, rules and policies affecting the Transportation Department
9. Drives regular school route when there is a need
10. Performs such other tasks and assumes such other responsibilities as assigned by the Director of Transportation

TERMS OF EMPLOYMENT: Twelve month position (260 days including paid holidays and paid vacations). Salary established by the Board of Education.

Approved by the Board of Education on January 23, 1997.
Revised June 28, 2000.
Revised January 25, 2001.
Revised April 26, 2001
Revised May 28, 2003.
Revised July 28, 2004.
Revised July 25, 2007.